



Director I - Human Resources

DEPARTMENT: KCSC - Superior Court
SALARY: \$110,625.60 - \$138,850.56 Annually
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Regular, Full time, 35 hrs/week
CLOSING DATE: 11/05/20 11:59 PM

SUMMARY:

King County Superior Court has a unique opportunity to provide human resources leadership for a diverse, fast-paced and nimble organization in beautiful Seattle, Washington. We are the 13th-largest general-jurisdiction trial court in the United States by filings, and have approximately 400 staff in multiple locations around King County. The court is widely recognized as a leader in technology, and we take pride in innovative solutions to serve the needs of our customers. We are looking for a dedicated, confident and compassionate Human Resources Director who shares our deep commitment to equity and social justice.

The responsibilities of this classification include managing, overseeing, and implementing human resources functions, programs, policies, procedures and practices. This position directs the Human Resources Department of the court. Duties include labor negotiations, conducting and overseeing investigations regarding employee complaints and grievances or allegations of misconduct, employee relations, classification and compensation, recruitment and selection, the employee performance management system, and training. This position provides leadership and direct supervision to Human Resources Department staff. This position consults with the Chief Administrative Officer, Deputy Chief Administrative Officer and Presiding Judge regarding all aspects of the Court's labor and employment policies, and works with the Prosecuting Attorney's Office to assist in defending litigation and arbitration. This position provides direct supervision to program staff.

Who may apply: This position is open to all qualified applicants.

Work location: This position is located in the King County Courthouse, 516 Third Avenue, Seattle WA 98109. The incumbent may be required to work at other court facilities.

Work schedule: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m. Variations from those hours may occur, including early mornings, evenings and weekends as needed. This position is exempt from the provisions of the Fair Labor Standards Act and is not overtime-eligible. This position is at-will.

Additional materials required: Please include a resume and letter of interest describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. **Your application will be rejected as incomplete if you include relevant information only on the resume or cover letter. Applications that state "see my resume" are considered incomplete and will not be accepted.**

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application.
- 2) Attached multiple documents/files in the attachment section.

JOB DUTIES:

The following duties are not intended to represent the entire functional capacity of the position at the task level.

- Advise management, staff and judges on a wide range of personnel matters. Provide information and interpretation of employment law, Superior Court personnel policies and procedures and labor contracts
- Manage, oversee and implement various human resources functions and programs including the following: Analyze, develop, write, review and interpret personnel policies and procedures; manage labor relations issues; performance management and improvement; partner with department management in coordinating and implementing overall human resources delivered in support of the court's strategies, goals and objectives.
- Ensure human resource systems and processes meet legal requirements, business needs and expectations. Develop strategies for improving human resources services and labor/employee relations. Serve on various taskforces and steering committees. Provide staff support to judges' committees.
- Develop and maintain employee relations programs.
- Conduct and oversee investigations regarding employee complaints and grievances or allegations of misconduct and other issues; present findings and recommendations. Respond to complaints and disputed unemployment insurance claims.
- Represent the Court's interests and serve as the chief spokesperson in labor negotiations. Prepare management proposals and contract language. Oversee implementation and administration of labor contracts.

- Develop and implement Superior Court's compensation and classification plan, policies and procedures for represented and non-represented staff. Oversee the design and analysis of market survey data for wage and salary administration.
- Develop and maintain employee recruitment and selection processes and procedures.
- Provide training to Court management and staff on human resources systems topics.
- Recruit, select, train and supervise staff. Evaluate staff performance and provide coaching, feedback and corrective action for performance issues. Interpret policies and procedures, resolve conflicts. Routinely review staff work procedures and work products.
- Serve as a leader and resource for Superior Court's commitment to equity and social justice in all aspects of human resources, policies and practices, including unbiased recruitment and selection processes.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Bachelor's degree in Business or Public Administration and five years progressively responsible professional human resources management experience, including four years of supervisory experience, are required.

SUPPLEMENTAL INFORMATION:

Special requirements: Finalists must successfully pass a criminal background investigation and a reference check. A valid Washington State Driver's license or the ability to travel throughout the County is required.

Selection process: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

Union membership: Positions in this classification are not represented by a union.



If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1536

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2020-12187
 DIRECTOR I - HUMAN RESOURCES
 KS

King County Administration Bldg.
 500 4th Ave. Rm. 553
 Seattle, WA 98104

206-477-3404  

Kathryn.Schipper@kingcounty.gov

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